

Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2017-0025
Schedule Status	Approved
Agency or Establishment	Citizenship and Immigration Services
Record Group / Scheduling Group	Records of U.S. Citizenship and Immigration Services
Records Schedule applies to	Agency-wide
Schedule Subject	Refugee Officer Scheduling system (ROSS)
Internal agency concurrences will be provided	No
Background Information	<p>U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States. The USCIS Refugee, Asylum and International Operations Directorate (RAIO) & Refugee Affairs Division (RAD) uses the Refugee Officer Scheduling System (ROSS) to plan circuit rides and automatically populate the rides with individual officers via an established set of criteria. When changes occur and individuals become unavailable or circuit rides (tours abroad for the purpose of refugee processing) change, the system will allow the circuit rides to be repopulated.</p> <p>Ross Administrators can perform functions within the ROSS Application, including but not limited to:</p> <ul style="list-style-type: none">• Create/modify user profiles to allow access to the system• Create/plan a circuit ride• Run the scheduler to create or change team assignments• Enter/modify leave for any user• Add/edit user data.• Add/edit other data to manage system items (such as Regions, Team Roles, Sites, Specialized Training, Offices, Leave Schedule Types,)• All functionality of a Supervisor and an Officer <p>This schedule may also cover future scheduling systems, including those with modified form names that serve the same purpose.</p> <p>Inputs: Inputs consist of information directly entered by USCIS employees or managers and are scheduled under GRS 4.3, Items 10 and 20.</p> <p>Outputs: Outputs are scheduled under GRS 4.3, item 30, and may include, but are not limited to:</p>

- Master Calendar – tracks the location of each Refugee Officer, including scheduled leave
- Circuit Ride Schedule – shows all scheduled circuit rides including the dates, team composition, and assigned team members
- Reports listing which Refugee Offices have traveled on certain circuit rides, all officers, including TDYers, who have traveled on an overseas refugee processing circuit ride
- Report on how many times an officer has traveled with his/her supervisor
- Expiration dates for mandatory trainings and/or documents.

System Documentation: System documentation is scheduled under GRS 3.1, item 51.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0025

Sequence Number	
1	ROSS Masterfile Disposition Authority Number: DAA-0566-2017-0025-0001

Records Schedule Items

Sequence Number	
1	<p>ROSS Masterfile</p> <p>Disposition Authority Number DAA-0566-2017-0025-0001</p> <p>ROSS, (The Scheduler) stores information regarding US employees who participate in RAD circuit rides, which includes but is not limited to: • Full name and User ID • Email address, Office telephone number • Eligible team role (Team Leader, Refugee Officer, Non-RAD officer, etc.) • Location and date of scheduled circuit ride • Team members on each Circuit ride • Travel history with RAD • Annual leave requests • Name of supervisor • Training history</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation This an electronic system.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 20 year(s) after the circuit ride is completed.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/04/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/02/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/11/2017	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist